

City of Lowell
Job Description
Please Post: August 3, 2016
Deadline: August 17, 2016
Health & Human Services Department
Vision & Hearing Screener

Job Title: Vision & Hearing Screener (2500-J#2594, 2303)
Department: Health & Human Services Department
Reports To: Nurse Coordinator; Health & Human Services Director
Salary: \$20.00 per hour / up to 19 hours per week/ 32 weeks - Grant funded

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

To determine, through evaluation and assessment, children with vision and hearing problems as determined by standards and criteria established by the Mass Department of Public Health.

Performs initial vision and hearing screenings.

Responsible for seeing that parent notification forms are mailed out in September.

Arranges schedule of testing under the direction of the School Health Coordinator.

Refers all questions about a student's vision and hearing condition to the School Nurse.

maintains confidentiality and does not discuss or share information about students vision or hearing status with other school staff or people outside school unless directed by a School Nurse to do so.

Refers students who fail initial testing to School Nurse for re-testing.

Provides School Nurses with a list of all students screened with their respective test results.

Ability to maintain harmonious working relationships; Must be dependable and reliable and respect as well as protect the confidentiality of students, clients, staff and families.

Will also assist with testing in Clinic area and as requested by the Nurse Coordinator.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Demonstrates sound judgement, willingness to accept nursing supervision, demonstrates clerical proficiency and ability to complete accurate records.

EDUCATION and/or EXPERIENCE:

Bachelor's degree preferred. Complete training in vision and hearing testing per Department of Public Health standards completed within time frame established by Nurse Coordinator.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen, CORI post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM:

Deadline ~ August 17, 2016

Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer